CONREP Citrix Client Set-up

1. To install the Citrix client application on your PC, open your Internet browser application and type in the following URL:

    http://www.dmh.ca.gov/remote/
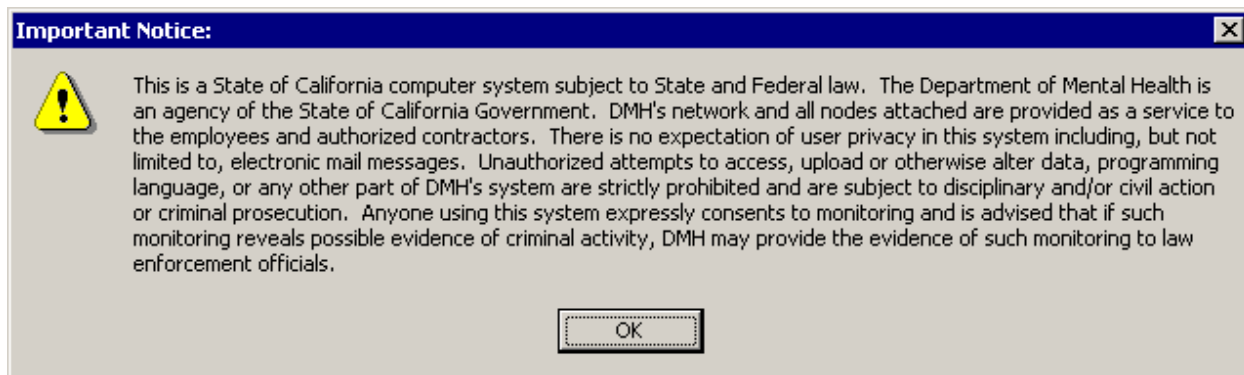
    This is what you will see:

2. Click on the **"Click Here"** link in the "Step 1" section to install the Citrix client application. Please ignore the STEP 2 section on this web page.

    Note: You must have administrative rights on the workstation to install software.

3. After a successful installation you will be able to run the Citrix client application. Type the following URL in your Internet browser application:

    http://www.dmh.ca.gov/remote/conrep-inter.ica

    This is what you will see as you log on:

Important Notice:

This is a State of California computer system subject to State and Federal law. The Department of Mental Health is an agency of the State of California Government. DMH's network and all nodes attached are provided as a service to the employees and authorized contractors. There is no expectation of user privacy in this system including, but not limited to, electronic mail messages. Unauthorized attempts to access, upload or otherwise alter data, programming language, or any other part of DMH's system are strictly prohibited and are subject to disciplinary and/or civil action or criminal prosecution. Anyone using this system expressly consents to monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, DMH may provide the evidence of such monitoring to law enforcement officials.
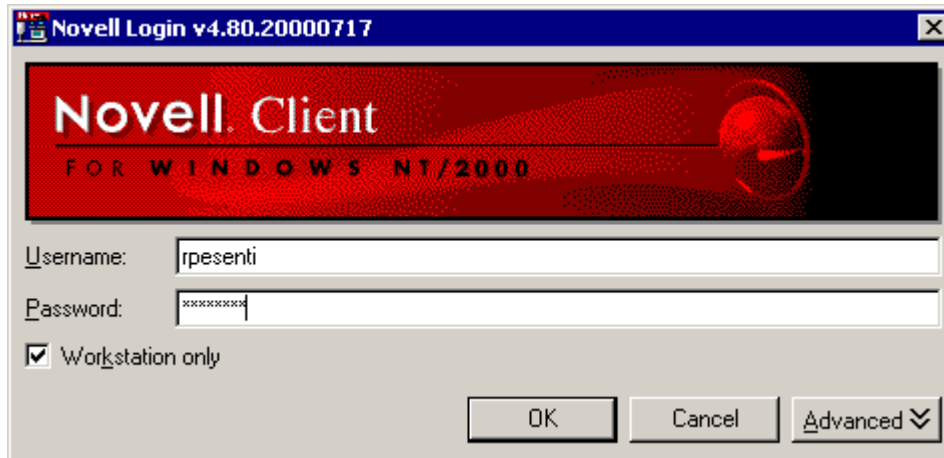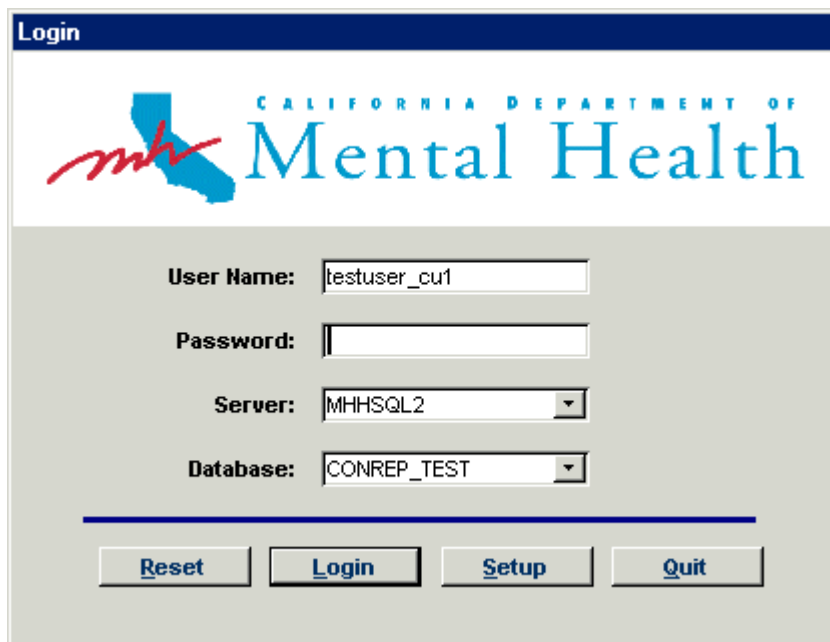
OK

Please read the notice and Click "**OK**"

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4. Next you'll see the Novell Login screen.

   a. Click the 'Workstation Only" box

   b. Type in the *Username*: first initial and last name (up to 8 characters, no spaces, all lower case)

   c. Type in the following *Password*: "**newconrep**" (all lower case; no quotes). You will be prompted to change your password on initial login (minimum 6 characters).

   d. Click the "**OK**" button.

Example:

5. When you have successfully logged into Citrix you will see the CONREP database login screen below. You may have to wait five to ten seconds for this screen to appear:

If you have any problems getting this far please contact the Department of Mental Health Information Technology **Help Desk** at **(916) 654-3445**. The I.T./Headquarters Services section will provide CONREP database user names and passwords at a later date.